Gear planning for a Troop 66 trip

There is a need to setup new procedures and process for our valuable Troop gear. To avoid missing, damaged and uncleaned gear we will be following the below process for each Troop trip. This is an initial stab at a process and we will collectively refine to make things better. Trip leader and SPL cooperation is required for this to work and your support is much appreciated.

# Roles

Trip leaders will need to inform Troop QM of the following roles for the trip. The Trip QM (Adult and Scout) as well as trip leaders need to be present for all gear check-in/out meet ups.

1. SPL and ASPL
2. Patrol Leaders
3. Adult Patrol Leader(s)
4. Trip Scout QM
5. Trip Adult QM (for common Troop Gear)
6. Patrol QM (optional)

# Inventory and Checklists

The Troop QM will work with the Trip leader, SPL and Trip QM to check-in/check-out all gear required for the trip. We will document, inspect and mark any gear that requires repair. Trip QM will share the following checklists with the Trip leads

1. Patrol equipment bin – Trip QM, Troop QM and Patrol leaders will need to check-in/out and inspect all items
2. Common bin – Trip QM, Troop QM and SPL will need to check-in/out and inspect all items
3. Leader\_SPL supplies – Trip QM, SPL and Trip leader will need to check-in/out and inspect all items
4. Patrol bin inserts – these will permanently stay in each patrol bin
5. Patrol duty roster – Patrol leaders will use this to keep track of patrol gear, duties and account for who is responsible to clear and return gear (includes bins, common supplies, tents etc.)
6. Patrol Menu planner – Patrol leader and scout responsible for shopping/cooking will use this list to make sure any supplies need for common/equipment bin are purchased (eg: foil, dish sponge, paper towels etc.)

# Procedure

1. Trip leaders, Trip SPL, Trip QM and Troop QM will schedule date/time for check-in/out all gear
2. All checklists need to be completed and returned to Troop QM at the end of the trip
3. Any missing, broken or repair needed item should be documented in the checklists
4. Any changes or suggestions to inventory or procedure can be provided to Troop QM and will be reviewed for following trips